



LACE. 2016.11.07.6

Ellen Yuan <ellen.yuan@lacity.org>

Fwd: Insurance Certificate Approved for S. L. Franklin Enterprises, Inc.; DBA Urban Design Center

sherri@urbandesigncenter.com <sherri@urbandesigncenter.com>

Thu, May 26, 2016 at 4:11 PM

To: Eugene Van Cise <eugene.vancise@lacity.org>

Cc: maria.v.gomez@lacity.org, ellen.yuan@lacity.org, "Griffin@urbandesigncenter.com" <griffin@urbandesigncenter.com>, accounting@urbandesigncenter.com, Sherri Franklin <sherri@urbandesigncenter.com>

See below. Our updated Gen Liab and Hired/Non Hired cert has been uploaded to Track4LA.

We have requested that our Worker's Comp carrier update our cert as well but it may take a few days. Therefore, we wanted to note that you did have proof of insurance up to the point of contract completion so you should be able to process our invoices now.

Sherri Franklin
Urban Design Center
sherri@urbandesigncenter.com
213-447-9264
Sent from my HTC

----- Forwarded message -----

From: cao.riskmgmt@lacity.org

To: <Sherri@urbandesigncenter.com>

Cc: <jamie.renard@hiscox.com>, <Sherri@urbandesigncenter.com>, <michael.baker@hiscox.com>

Subject: Insurance Certificate Approved for S. L. Franklin Enterprises, Inc.; DBA Urban Design Center

Date: Thu, May 26, 2016 2:00 PM

Carl L Bach,

The insurance submitted on behalf of your client is approved. It meets the minimum insurance requirements of Track4LA, The City of Los Angeles Insurance and Bond Internet Tracking System.

S. L. Franklin Enterprises, Inc.; DBA Urban Design Center

Certificate Approval (CA) #99200

Certificate link : <http://track4la.lacity.org:80/DataServlet2010?action=7&is2010=true&formid=99200&type=2010&emallink=599200>

Please Note: Your client must comply with the insurance provisions of the contract, permit, lease or other agreement they have with the City of Los Angeles, the requirements of which may be greater than the minimum requirements of Track4LA®. Your client's compliance is subject to audit and/or production of the insurance policies providing the required coverages. Willful avoidance of financial responsibilities may subject the violator(s) to civil and criminal liabilities under the law, including but not limited to California False Claims Act, Government Code Section 12650 et seq.

Thank you for submitting your insurance and/or bond document.

The City of Los Angeles has implemented Track4LA®, The Self Service Insurance Compliance Network to better serve the business community. It provides 24 hours/7 days a week instant electronic insurance approvals on the industry ACORD 25 insurance certificate. Please take a moment to visit the new Track4LA® Home Page to learn more about the system.

Insurance brokers may register to use the system from the Home Page.

<http://Track4LA.lacity.org>

Please contact us at (213) 978-7475 with any questions regarding Track4LA®.

4/30/2018

City of Los Angeles Mail - Fwd: Insurance Certificate Approved for S. L. Franklin Enterprises, Inc.; DBA Urban Design Center

If you are working with the Port of Los Angeles, please contact us at (310) 732-3758.



Ellen Yuan <ellen.yuan@lacity.org>

Re: Fwd: Insurance Certificate Approved for S. L. Franklin Enterprises, Inc.; DBA Urban Design Center

griffin urbandesigncenter.com <griffin@urbandesigncenter.com>

Fri, May 27, 2016 at 12:25 PM

To: Maria Gomez <maria.v.gomez@lacity.org>, Ellen Yuan <ellen.yuan@lacity.org>

Cc: accounting@urbandesigncenter.com, Sherri Franklin <sherri@urbandesigncenter.com>, Eugene Van Cise <eugene.vancise@lacity.org>

Good Afternoon Maria and Ellen,

As a follow up to Sherri Franklin's email yesterday (see below), an updated certificate of insurance for workers compensation for Urban Design Center has been uploaded to Track4LA. It is CA No. 99316 and is listed under "S.L. FRANKLIN ENTERPRISES INC. dba: URBAN DESIGN CENTER". Attached is the certificate.

Please let us know if you need anything else regarding insurance for Urban Design Center.

Thank you,
Griffin

Griffin Wright
Project Manager
Urban Design Center
1100 S. Hope St., Ste. 103
Los Angeles, CA 90015
griffin@urbandesigncenter.com
213-448-2198

> On May 26, 2016 at 4:11 PM "sherri@urbandesigncenter.com" <sherri@urbandesigncenter.com> wrote:

>
>

> See below. Our updated Gen Liab and Hired/Non Hired cert has been uploaded to Track4LA.

>

> We have requested that our Worker's Comp carrier update our cert as well but it may take a few days. Therefore, we wanted to note that you did have proof of insurance up to the point of contract completion so you should be able to process our invoices now.

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> Sherri Franklin
> Urban Design Center
> sherri@urbandesigncenter.com
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> Sent from my HTC

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> From: cao.riskmgmt@lacity.org

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4/30/2018

City of Los Angeles Mail - Re: Fwd: Insurance Certificate Approved for S. L. Franklin Enterprises, Inc.; DBA Urban Design Center

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CertOfLiabilityIns_WorkComp_UrbanDesignCenter_99316.pdf

69K



LACC 2016.11.07.6

Ellen Yuan <ellen.yuan@lacity.org>

Re: Central Ave. Historic BID - District Funds

Central Avenue Historic District <bid@centralavenuehistoricdistrict.org>

Wed, Oct 5, 2016 at 2:01 PM

To: Maria Gomez <maria.v.gomez@lacity.org>

Cc: "Danishaker@gmail.com" <danishaker@gmail.com>, Sherri Franklin <sherri@urbandesigncenter.com>, Ellen Yuan <ellen.yuan@lacity.org>

Good Afternoon Maria,

I am following up on your email from Sep. 7 (see below).

Per my records the Central Ave. BID has not invoiced the City for the City Parcel payments of \$17,588.38. The attached table provided by Ellen Yuan on June 1, 2016, which adds to \$319,696.04 in available funds, does not include the \$17,588.38 in City Parcel payments. Our first invoice was for \$319,696.04 and did not include the \$17,588.38 in City Parcel payments. Therefore we still need to bill the City for the \$17,588.38.

Please let us know if this matches your records.

Thank you,
Griffin

On Wed, Sep 7, 2016 at 3:15 PM, Maria Gomez <maria.v.gomez@lacity.org> wrote:

Okay Griffin,

Transmittal dated 5/26/2016 for SAS collection 01/21/2016-3/23/2016, has the City Parcel payment in the total amount of 17,588.38 under document ID GEN160000030. Any questions, please give me a call at 213-978-1112.

Thank you

On Wed, Sep 7, 2016 at 2:59 PM, Maria Gomez <maria.v.gomez@lacity.org> wrote:

Let me check and see I will let you know tomorrow

On Wed, Sep 7, 2016 at 2:40 PM, Central Avenue Historic District <bid@centralavenuehistoricdistrict.org> wrote:

Great, thank you. We will invoice for the \$19,255.18.

I understand there are also assessments in the amount of \$17,588.38 collected from the City of Los Angeles from February to April 2016 (see attached Government and Public Agencies Report) that the District has not yet invoiced for. I believe the District already invoiced for the LAUSD and MTA assessments as part of the 319,696.04 payment on 6/21/2016, but not for the City of LA assessments. Does that match your records?

Thank you,
Griffin

On Wed, Sep 7, 2016 at 2:13 PM, Maria Gomez <maria.v.gomez@lacity.org> wrote:

As of today what is available for reimbursement is \$19,255.18 and this for SAS Collection 05/1/16 to 7/31/2016 and interest 4/1/16-6/30/16.

There was EFT payment made to Central Avenue on or about 6/21/2016 in the amount of 319,696.04.

Thank you,

Maria Gomez

On Wed, Sep 7, 2016 at 1:24 PM, Central Avenue Historic District <bid@centralavenuehistoriddistrict.org> wrote:

Hello Maria,

Yes, I have all the transmittal sheets. Based on those, from my calculations \$368,000.46 in assessments are available for the BID. If that is accurate, I am hoping to determine how much of that amount still needs to be invoiced by the BID.

Thank you,
Griffin

On Wed, Sep 7, 2016 at 1:19 PM, Maria Gomez <maria.v.gomez@lacity.org> wrote:

Good afternoon Griffin,

Have you been receiving the transmittal sheets that are emailed on or about the 20th of every month informing Business Improvement District the availability of funds?

Thank you,

Maria Gomez

On Wed, Sep 7, 2016 at 1:10 PM, Central Avenue Historic District <bid@centralavenuehistoriddistrict.org> wrote:

Good Afternoon Eugene, Maria, and Edwin,

I am writing to confirm the amount of outstanding available reimbursements for the Central Ave. Historic BID.

Per our calculations a total of \$368,000.46 in district funds is available for the Central Ave. BID up through July 31, 2016, not including the \$16,706.96 in recovery costs.

At this point what portion of that \$368,000.46 can we now invoice for?

Thank you,
Griffin

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Central Avenue Historic Business Improvement District

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Maria V. Gomez
Special Assessment Section
Phone (213) 978-1099

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Central Avenue Historic Business Improvement District

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Maria V. Gomez
Special Assessment Section
Phone (213) 978-1099

4/30/2018

City of Los Angeles Mail - Re: Central Ave. Historic BID - District Funds

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Central Avenue Historic Business Improvement District

 **58A 20160430.xlsx**
99K



Ellen Yuan <ellen.yuan@lacity.org>

Re: Central Ave. Historic BID - District Funds

Maria Gomez <maria.v.gomez@lacity.org>

Wed, Oct 5, 2016 at 4:09 PM

To: Central Avenue Historic District <bid@centralavenuehistoricdistrict.org>

Cc: "Danishaker@gmail.com" <danishaker@gmail.com>, Sherri Franklin <sherri@urbandesigncenter.com>, Ellen Yuan <ellen.yuan@lacity.org>

Hello Griffin,

The amount of 17588.38, is on the report under Record Date 2/12/2016. I do notice the Description and Customer fields are blank. Somehow, when the report was generated this part was left blank, but this transaction is for City Parcels. Any, questions please feel free to contact me at (213) 978-1112.

Maria Gomez

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Central Avenue Historic Business Improvement District

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Maria V. Gomez
Special Assessment Section
Phone (213) 978-1099

4/30/2018

City of Los Angeles Mail - Re: Central Ave. Historic BID - District Funds

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Central Avenue Historic Business Improvement District

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Special Assessment Section
Phone (213) 978-1099

4/30/2018

City of Los Angeles Mail - payment for invoice CA-1/S L Franklin Enterprises



LACC.2016.11.07.b

Ellen Yuan <ellen.yuan@lacity.org>

payment for invoice CA-1/S L Franklin Enterprises

Ellen Yuan <ellen.yuan@lacity.org>
To: sherri@urbandesigncenter.com

Mon, Sep 15, 2014 at 9:36 AM

Hi Sherri,

I have left a voice mail for you regarding the payment for Invoice number CA-1 payable to S. L. Franklin Enterprises Inc dba Urban Design Center.

I would like to verify if the payment could send to address as 1100 S. Hope Street Suite 103, Los Angeles CA 90015 which is also stated in the contract C-123877.

Please advise.
Thanks.

--

Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk



Ellen Yuan <ellen.yuan@lacity.org>

Re: payment for invoice CA-1/S L Franklin Enterprises

Sherri Franklin <sherri@urbandesigncenter.com>

Mon, Sep 15, 2014 at 11:08 PM

To: Ellen Yuan <ellen.yuan@lacity.org>

Hello Ellen,

Thank you for following up with me. Please send the payment to my mailing address:

3816 Stocker Unit 1
Los Angeles, CA 90008

Thank you so very much.

Sherri Franklin
Urban Design Center
(213) 447-9264 new office number
(213) 712-9906 cell
sherri@urbandesigncenter.com***"Transforming Visions into Reality"***

-----Original Message-----

From: Ellen Yuan [mailto:ellen.yuan@lacity.org]**Sent:** Monday, September 15, 2014 09:36 AM**To:** sherri@urbandesigncenter.com**Subject:** payment for invoice CA-1/S L Franklin Enterprises

Hi Sherri,

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Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk



Ellen Yuan <ellen.yuan@lacity.org>

Re: payment for invoice CA-1/S L Franklin Enterprises

Ellen Yuan <ellen.yuan@lacity.org>

Tue, Sep 16, 2014 at 7:04 AM

To: Sherri Franklin <sherri@urbandesigncenter.com>

Hi Sherri,

Thank you for your reply.

Your mailing address is not in our system yet. We will add it to the system first before your payment can be process. Just want to let you know that the total processing time will be longer.

Thanks.

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Neighborhood and BID Division
Office of the City Clerk

4/30/2018

City of Los Angeles Mail - Re: payment for invoice CA-1/S L Franklin Enterprises



Ellen Yuan <ellen.yuan@lacity.org>

Re: payment for invoice CA-1/S L Franklin Enterprises

Sherri Franklin <sherri@urbandesigncenter.com>
To: Ellen Yuan <ellen.yuan@lacity.org>

Tue, Sep 16, 2014 at 7:18 AM

Hello Ellen,

If the processing time will take longer then please mail the check to my office address that you have on record:

1100 S. Hope Street, Suite 103
Los Angeles, CA 90015

The next check can then go to my mailing address where it is easier for me to retrieve my mail.

Thanks!

Sherri Franklin
Urban Design Center
(213) 447-9264 new office number
(213) 712-9906 cell
sherri@urbandesigncenter.com

"Transforming Visions into Reality"

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From: Ellen Yuan [mailto:ellen.yuan@lacity.org]
Sent: Tuesday, September 16, 2014 07:04 AM
To: 'Sherri Franklin'
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sherri@urbandesigncenter.com

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Ellen Yuan

Neighborhood and BID Division

Office of the City Clerk



Ellen Yuan <ellen.yuan@lacity.org>

Re: payment for invoice CA-1/S L Franklin Enterprises

Ellen Yuan <ellen.yuan@lacity.org>

Tue, Sep 16, 2014 at 8:04 AM

To: Sherri Franklin <sherri@urbandesigncenter.com>

Cc: "Tso, Emelia" <emelia.tso@lacity.org>

Hi Sherri,

Surely we can do that. I will process your payment to your office address for this time.

Thank you.

On Tue, Sep 16, 2014 at 7:18 AM, Sherri Franklin <sherri@urbandesigncenter.com> wrote:

Hello Ellen,

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1100 S. Hope Street, Suite 103
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4/30/2018

City of Los Angeles Mail - Re: payment for invoice CA-1/S L Franklin Enterprises

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Ellen Yuan
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Ellen Yuan <ellen.yuan@lacity.org>

Re: payment for invoice CA-1/S L Franklin Enterprises

Ellen Yuan <ellen.yuan@lacity.org>

Tue, Sep 16, 2014 at 10:08 AM

To: Sherri Franklin <sherri@urbandesigncenter.com>

Hi Sherri,

I am trying to process your payment but it did not go through. There is a problem with your BTRC. You need to contact Office of Finance, Tax and Permit Division at (213) 473-5901 with your Federal Tax ID ready. Or you may email to finance.customerservice@lacity.org.

'There may be a waiting time when you call but it should be faster than sending email.' said by the representative at the front counter.

I won't be able to help you on this. Please check with Office of Finance and make sure that your Tax Status is updated in the system and let me know once the problem is resolved. I will continue the payment process thereafter.

Thank you.

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Sherri Franklin <sherri@urbandesigncenter.com>

Fri, Sep 26, 2014 at 11:53 AM

To: Ellen Yuan <ellen.yuan@lacity.org>

Cc: accounting@urbandesigncenter.com

Hello Ellen,

I spoke to Audrey in the Department of Finance and she said you will be able to process the payment now. Please let me know if I need to provide any additional information. Her phone number is 213-928-9008.

Sherri Franklin

Urban Design Center

(213) 447-9264 new office number

(213) 712-9906 cell

sherri@urbandesigncenter.com

"Transforming Visions into Reality"

-----Original Message-----

From: Ellen Yuan [mailto:ellen.yuan@lacity.org]**Sent:** Tuesday, September 16, 2014 10:08 AM**To:** 'Sherri Franklin'**Subject:** Re: payment for invoice CA-1/S L Franklin Enterprises

Hi Sherri,

I am trying to process your payment but it did not go through. There is a problem with your BTRC. You need to contact Office of Finance, Tax and Permit Division at (213) 473-5901 with your Federal Tax ID ready. Or you may email to finance.customerservice@lacity.org.

'There may be a waiting time when you call but it should be faster than sending email.' said by the representative at the front counter.

I won't be able to help you on this. Please check with Office of Finance and make sure that your Tax Status is updated in the system and let me know once the problem is resolved. I will continue the payment process thereafter.

Thank you.

On Tue, Sep 16, 2014 at 7:18 AM, Sherri Franklin <sherri@urbandesigncenter.com> wrote:

Hello Ellen,

If the processing time will take longer then please mail the check to my office address that you have on record:

1100 S. Hope Street, Suite 103
Los Angeles, CA 90015

The next check can then go to my mailing address where it is easier for me to retrieve my mail.

Thanks!

Sherri Franklin
Urban Design Center
(213) 447-9264 new office number
(213) 712-9906 cell
sherri@urbandesigncenter.com

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-----Original Message-----

From: Ellen Yuan [mailto:ellen.yuan@lacity.org]
Sent: Tuesday, September 16, 2014 07:04 AM
To: 'Sherri Franklin'
Subject: Re: payment for invoice CA-1/S L Franklin Enterprises

Hi Sherri,

Thank you for your reply.

Your mailing address is not in our system yet. We will add it to the system first before your payment can be process. Just want to let you know that the total processing time will be longer.

Thanks.

On Mon, Sep 15, 2014 at 11:08 PM, Sherri Franklin <sherri@urbandesigncenter.com> wrote:
Hello Ellen,

Thank you for following up with me. Please send the payment to my mailing address:

3816 Stocker Unit 1
Los Angeles, CA 90008

Thank you so very much.

Sherri Franklin
Urban Design Center
(213) 447-9264 new office number
(213) 712-9906 cell
sherri@urbandesigncenter.com

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-----Original Message-----

From: Ellen Yuan [mailto:ellen.yuan@lacity.org]
Sent: Monday, September 15, 2014 09:36 AM
To: sherri@urbandesigncenter.com
Subject: payment for invoice CA-1/S L Franklin Enterprises

Hi Sherri,

I have left a voice mail for you regarding the payment for Invoice number CA-1 payable to S. L. Franklin Enterprises Inc dba Urban Design Center.

I would like to verify if the payment could send to address as 1100 S. Hope Street Suite 103, Los Angeles CA 90015 which is also stated in the contract C-123877.

Please advise.
Thanks.

--

4/30/2018

City of Los Angeles Mail - Re: payment for invoice CA-1/S L Franklin Enterprises

Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk

--

Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk



Ellen Yuan <ellen.yuan@lacity.org>

Re: payment for invoice CA-1/S L Franklin Enterprises

Ellen Yuan <ellen.yuan@lacity.org>

Mon, Sep 29, 2014 at 8:33 AM

To: Sherri Franklin <sherri@urbandesigncenter.com>

Good morning Sherri,

Thank you for the notification. I will continue to process the payment.

Ellen

On Fri, Sep 26, 2014 at 11:53 AM, Sherri Franklin <sherri@urbandesigncenter.com> wrote:

Hello Ellen,

I spoke to Audrey in the Department of Finance and she said you will be able to process the payment now. Please let me know if I need to provide any additional information. Her phone number is 213-928-9008.

Sherri Franklin

Urban Design Center

(213) 447-9264 new office number

(213) 712-9906 cell

sherri@urbandesigncenter.com

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4/30/2018

City of Los Angeles Mail - Re: payment for invoice CA-1/S L Franklin Enterprises

Please advise.
Thanks.

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Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk



Ellen Yuan <ellen.yuan@lacity.org>

Re: payment for invoice CA-1/S L Franklin Enterprises

Sherri Franklin <sherri@urbandesigncenter.com>

Tue, Oct 7, 2014 at 10:05 AM

To: Ellen Yuan <ellen.yuan@lacity.org>

Cc: accounting@urbandesigncenter.com

Hi Ellen,

Can you explain why the check was only \$7,650. The invoice was for \$9,000.00.

Sherri Franklin

Urban Design Center

(213) 447-9264 new office number

(213) 712-9906 cell

sherri@urbandesigncenter.com

"Transforming Visions into Reality"

-----Original Message-----

From: Sherri Franklin [mailto:sherri@urbandesigncenter.com]**Sent:** Friday, September 26, 2014 11:53 AM**To:** 'Ellen Yuan'**Cc:** accounting@urbandesigncenter.com**Subject:** Re: payment for invoice CA-1/S L Franklin Enterprises

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Urban Design Center

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sherri@urbandesigncenter.com

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To: 'Sherri Franklin'

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Los Angeles, CA 90008

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Sherri Franklin
Urban Design Center
(213) 447-9264 new office number
(213) 712-9906 cell
sherri@urbandesigncenter.com

"Transforming Visions into Reality"

-----Original Message-----

From: Ellen Yuan [mailto:ellen.yuan@lacity.org]

Sent: Monday, September 15, 2014 09:36 AM

To: sherri@urbandesigncenter.com

Subject: payment for invoice CA-1/S L Franklin Enterprises

Hi Sherri,

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I would like to verify if the payment could send to address as 1100 S. Hope Street Suite 103, Los Angeles CA 90015 which is also stated in the contract C-123877.

Please advise.

Thanks.

--

Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk

--

Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk



Ellen Yuan <ellen.yuan@lacity.org>

Re: payment for invoice CA-1/S L Franklin Enterprises

Ellen Yuan <ellen.yuan@lacity.org>

Tue, Oct 7, 2014 at 10:55 AM

To: Sherri Franklin <sherri@urbandesigncenter.com>, "Van Cise, Eugene" <eugene.vancise@lacity.org>

Cc: accounting@urbandesigncenter.com

Hi Sherri,

Your question will be forwarded to Eugene.

Eugene, would you please explain to Sherri why we have to deduct 15% on invoice? Thanks.

On Tue, Oct 7, 2014 at 10:05 AM, Sherri Franklin <sherri@urbandesigncenter.com> wrote:

Hi Ellen,

Can you explain why the check was only \$7,650. The invoice was for \$9,000.00.

Sherri Franklin

Urban Design Center

(213) 447-9264 new office number

(213) 712-9906 cell

sherri@urbandesigncenter.com

"Transforming Visions into Reality"

--

Ellen Yuan

Neighborhood and BID Division

Office of the City Clerk



Ellen Yuan <ellen.yuan@lacity.org>

Payment for invoice 3 -CA-1/S L Franklin Enterprises

accounting@urbandesigncenter.com <accounting@urbandesigncenter.com>

Mon, Sep 21, 2015 at 10:54 AM

To: Ellen Yuan <ellen.yuan@lacity.org>, Sherri Franklin <sherri@urbandesigncenter.com>, "Van Cise, Eugene" <eugene.vancise@lacity.org>

Cc: Griffin@urbandesigncenter.com

Hello Ellen,

Please provide a status on invoice 3 for our CA-1/S L Franklin Enterprises contract. Thank you.

Sherri Franklin
Urban Design Center
213-712-9906



Ellen Yuan <ellen.yuan@lacity.org>

Fwd: Payment for invoice 3 -CA-1/S L Franklin Enterprises

Ellen Yuan <ellen.yuan@lacity.org>

Mon, Sep 21, 2015 at 11:34 AM

To: "Tso, Emelia" <emelia.tso@lacity.org>, Sherri Franklin <sherri@urbandesigncenter.com>

Cc: "Van Cise, Eugene" <eugene.vancise@lacity.org>, Griffin@urbandesigncenter.com

Hi Sherri,

Your question is forwarded to Emelia who handles your payment.

Thanks.

----- Forwarded message -----

From: <accounting@urbandesigncenter.com>

Date: Mon, Sep 21, 2015 at 10:54 AM

Subject: Payment for invoice 3 -CA-1/S L Franklin Enterprises

To: Ellen Yuan <ellen.yuan@lacity.org>, Sherri Franklin <sherri@urbandesigncenter.com>, "Van Cise, Eugene" <eugene.vancise@lacity.org>

Cc: Griffin@urbandesigncenter.com

Hello Ellen,

Please provide a status on invoice 3 for our CA-1/S L Franklin Enterprises contract. Thank you.

Sherri Franklin
Urban Design Center
213-712-9906

--

Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk